CHECKLIST FOR TRANSFER OF F-1 VISA  (v. 12/11/14)
(For F-1 students transferring into Durham Technical Community College from another school)

To be eligible to transfer schools, your current school must verify that you hold the F-1 visa in good status. If this is not the case, you must apply for reinstatement at your current school, or leave the United States with an I-20 from another school. Durham Tech does not assist out-of-status F-1 students who need reinstatement at the present time. Also if you are currently on post-completion OPT you must be transferred before the end of your 60 day grace period after OPT ends. Please note that admission to the college does not constitute admission to a specific program. Many programs have additional requirements and may have competitive admissions requirements.

IF YOU ARE EXPLORING OTHER SCHOOLS TO TRANSFER TO (BESIDES DURHAM TECH), PLEASE LET US KNOW.

Please allow at least one week after you have completed all requirements listed below for your I-20 to be prepared.

Classes for Fall Spring Summer 2015 2016 2017 start on ___________. Pre-registration begins ____________.
Visit http://www.durhamtech.edu/academics/importantdates.htm for the most up to date information on registration.

Recommended date for transfer release (must have completed all of this page + school verification)

☐ Complete Durham Tech enrollment application for admission to a curriculum program of your choice. www.durhamtech.edu/application
   Online for those with a US social security number (SSN)  OR  Paper (fill in and print and sign) if no US SSN.

☐ After you have an ID#, register for and attend a ConnectSession (orientation). All students starting classes at Durham Tech are encouraged (must attend if less than 12 transfer credits) to attend to learn about policies, procedures, campus resources, and to understand the process of enrolling. In the session students set up their Webadvisor and ConnectMail accounts and make an appointment to meet with an advisor www.durhamtech.edu/admissions/connectsession.htm.

☐ Official high school transcript, or equivalent, showing graduation (must be officially translated into English). A transcript or diploma from a university showing receipt of a degree may be substituted.

☐ Official transcripts from current or previous US schools. For foreign credit transfer, get a professional evaluation.

☐ Take the necessary placement tests (if you will not be transferring college level English and Math with grades of C or better from your current US school). Most programs require reading, writing, and math tests unless you have transfer credit for those courses or have other test scores that exempt you (Accuplacer, SAT, ACT, AP scores, etc). Visit www.durhamtech.edu/testing for the testing schedule and test prep information. Health Technologies program applicants also take COMPASS ESL listening test and have a speaking assessment (or take TOEFL IBT) and may need to take Reading, Writing, and possibly Math tests regardless of past college level coursework. Some programs may also require other testing. If you have taken placement testing at another institution, you can have official scores mailed/faxed directly to 919-536-7274.
   Math _____ Reading _____ Writing ___ Listening ___  If applicable: Speaking _____ Computer Skills _____

☐ I-20 showing status from current school, plus all previous I-20’s issued

☐ Current valid passport

☐ VISA stamp (current status)_______

☐ Form I-94 or passport stamp and other docs indicating current status (Expiration date)______________

Note: if you have F-2 dependents, you will need to show I-20s, passports, visa stamps, and I-94s for all dependents

☐ Evidence of financial support: $23,000 for the first year, plus a funding plan for the length of your program. Additional funding of $5,000 per person plus passport documents are required for any dependents. The Affidavit of Financial Support form (or a letter from the sponsor) and supporting financial documents must be submitted. All funds should be shown in US dollar amounts or with a currency equivalency print-out.

☐ Current foreign address (street address, not a post office box number) AND US address (may be on application).

☐ Read and return signed portion of “Responsibilities of F-1 Students Under SEVIS”

☐ Review health insurance options. We strongly recommend health insurance for all F-1s and their dependents.
After you complete the steps on previous page, you will be given the form to send to your current school.

- Verification of status from current school (Durham Tech “Transfer Clearance Form”) signed by a Designated School Official. Upon completion of Durham Tech admission requirements, current school must “release” your record on a certain date in SEVIS before an I-20 can be prepared. Your current school may require proof of admission.

After your Transfer I-20 is set, additional steps to start at Durham Tech for the next academic term and beyond

- If you did not attend a ConnectSession:
  - Set up your Durham Tech ConnectMail. **All Durham Tech correspondence** will go to this email address.
  - Set up your Webadvisor account. From Webadvisor you can view much of your student information.
  - Make an appointment to meet with an advisor.
  - Register and pay for your classes for the upcoming term. After you have attended a Connect Session and met with an advisor, register as early as possible because classes can fill up. All F-1 students must register for a minimum of 12 credits for their visa status (and only **one** can be an online class). If you have any questions on the 12 credits, see the Director of International Student Services. Permission to register for less than 12 credits is rare, but may be granted in special circumstances by ONLY the Director of International Student Services. It is best to **pay the same day you register** for the classes. Credit card and electronic check payments are accepted online. To pay by cash you must pay at the Business Office during their regular hours (Mon-Fri, 8 am-5 pm – SUMMER HOURS MAY BE ONLY UNTIL NOON ON FRIDAYS). If you are being **sponsored by a non-profit**, you must submit your sponsorship letter to the Director of International Student Services and give enough time for her to approve and take it to the business office **BEFORE THE PAYMENT DEADLINE** or your classes will be dropped and you will have to try and re-register for your classes that may no longer be available.

- Get your Durham Tech ID card, parking permit (if needed), and buy your books for your classes!

- Check in with the Director of International Student Services. As a transfer student, you must check-in with the Director of International Student Services at Durham Tech within 15 DAYS of your Durham Tech I-20 start date to get a new “transfer completed I-20 document.” Bring all immigration documents with you to your meeting. You will also be given a second I-20 after classes begin and you have been registered with SEVIS.

- Attend your classes. Pay attention to the attendance policy on the syllabus for all of your classes. The policies may differ slightly in each class. Durham Tech policy is that teachers can withdraw students for lack of attendance. **If you are dropped from a class which makes you enrolled for less than 12 credits, then you will immediately become out of F-1 visa status and you may have to depart the US. THIS HAS HAPPENED TO STUDENTS IN THE PAST!** More information on student withdrawals, faculty withdrawals and class absences can be found here: [www.durhamtech.edu/html/prospective/advising/general.htm](http://www.durhamtech.edu/html/prospective/advising/general.htm)

- Contact the Director of International Student Services with **any questions** you have during your time at Durham Tech. Remember you must report to the director (not just to the Student Records office) any changes in your address, name, or major/program of study. Please visit the director with any questions or problems whether they are personal or academic. Usually problems can be resolved if they are addressed early! There are also many resources available on campus to help you that you may not know about.

- Thinking of travelling out of the US? You must visit the Director of International Student Services to get a travel signature any time you plan on travelling abroad in order to be able to return to the US.

- Planning on transferring to another school or graduating and leaving Durham Tech? Visit the Director of International Student Services to learn about options after graduation.

Questions? Contact Heidi White, Director of International Student Services, Center for the Global Learner (CGL), Main Campus of Durham Technical Community College - 1637 Lawson St, Durham, NC 27703

Office: White Building, 58  Email: whiteh@durhamtech.edu  Phone: 919-536-7200, ext. 4052  Fax: 919-536-7281

To make an appointment or for general questions, call CGL reception at 919-536-7264 extension 3228